



REQUEST FOR QUALIFICATIONS
MCEDD Transit Center Remodel
Architectural Services

Mid-Columbia Economic Development District (MCEDD) is seeking the services of a qualified architect to design, write specifications for, prepare drawings and bid documents for, and oversee the interior remodel of part of the MCEDD Transit Center in The Dalles, Oregon.

Project Description

MCEDD requires architectural services to complete tenant improvements in a commercial office building located at 802 Chenoweth Loop Road, The Dalles, Oregon. Project will involve remodeling the interior of the facility to enclose three offices, reconfigure the reception space and add cubicles/workspaces.

Additional Requirements

The successful proposer must comply with applicable state and federal requirements. This project is subject to both Davis Bacon Act and Prevailing Wage Rates, ORS 279C.800 to ORS 279C.870, the higher of the two.

Timeline

RFQ response due March 20, 2019

Anticipated selection date: March 28, 2019

Architectural services would ideally be completed as soon as possible after awarding and no later than June 30, 2019.

Construction oversight throughout the project, with completion by October 31, 2019.

Submission Requirements

To be considered for the award, respondents must submit a Statements of Qualifications in a timely manner and in proper form. Each submittal must include:

- 1) Information about the business, including a profile of the firm, firm ownership, and employment practices regarding disadvantaged business enterprises, minority-owned businesses, woman-owned businesses, businesses that service-disabled veterans own, emerging small businesses or historically underutilized businesses;
- 2) Specialized experience, capabilities and technical competence of the firm;
- 3) Resume of the prime contact that would oversee the service and availability to the project location;
- 4) Three professional references, along with a record of past performance, including but not limited to price and cost data from previous projects, quality of work, ability to meet schedules, cost control and contract administration;
- 5) Proposed management techniques; and
- 6) Resources available to perform the work.

Notice of Public Records: Materials submitted in response to this competitive procurement shall become the property of MCEDD. As a general rule, Oregon's Public Records Law requires that after a contract is executed, all information submitted in response to the RFP be considered a public record open to inspection by the general public. Per ORS 279C.107(1)(b), all proposals received shall remain confidential until the award of contract has been made. Thereafter, the Proposals shall be deemed public records as required by Oregon's Public Records Law. Any information in the Proposal that the bidder desires to claim as proprietary and exempt from disclosure under the provisions of state law shall be clearly designated. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on it. Marking the entire Proposal exempt from disclosure will not be honored. MCEDD will consider a bidder's request for exemption from disclosure; however, MCEDD will make a decision predicated upon state law and regulations.

Proposals may be modified or withdrawn until deadline stated below. In order to be considered for award, responses must be received by MCEDD by 5:00 p.m. on March 20, 2019 to:

Amanda Hoey, Executive Director
Mid-Columbia Economic Development District
515 East 2nd Street
The Dalles, Oregon 97058
or via email to amanda@mcedd.org

Evaluation of Responses

MCEDD staff will evaluate responses using the information submitted. When evaluating the Statements of Qualification, staff will consider the firm's demonstrated qualifications, technical expertise, and working knowledge to deliver quality performance of the scope of work.

MCEDD reserves the right to reject any or all proposals, to waive any formality in the proposals and to accept the proposal(s) which it deems to be in the best interest of MCEDD.